



DON'T GET REPLACED BY
PEOPLE WHO KNOW AI!

Learn How to Use AI Effectively @ Work

A Beginner's Guide to Smarter Productivity

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Welcome Note

Welcome to your beginner-friendly guide to using Artificial Intelligence (AI) at work! If you've ever heard of tools like ChatGPT, Microsoft Copilot, or Google Gemini and wondered how they can help with your daily tasks, this ebook is for you. You don't need to be a tech expert to benefit from AI — you just need the right mindset and some practical examples.

In this ebook, you'll learn how AI can save you time, reduce mistakes, and help you focus on the work that matters most. Let's dive in!

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Understanding AI Without the Jargon

What is AI?

Artificial Intelligence (AI) refers to machines or software that mimic human intelligence. That means AI can understand language, recognise patterns, and make decisions — often in ways that save time or improve accuracy.



AI vs Machine Learning vs Automation

- **AI:** A broader concept of machines simulating human tasks.
- **Machine Learning:** A subset of AI where machines learn from data.
- **Automation:** Setting up systems to complete tasks automatically, often without learning or improving.



Everyday Examples

- **Spotify/Netflix** recommending playlists or shows
- **Waze** giving real-time traffic updates
- **Email filters** sorting spam



Why AI Matters at Work



The Productivity Boost

AI can help you:

- Draft your emails in seconds
- Schedule your meetings
- Analyse data trends
- Write reports from raw notes



Real-World Use Cases

Treat your AI Agent as your:

- **Admin Assistant:** Uses ChatGPT to write monthly updates
- **HR Manager:** Summarises CVs using AI
- **Sales Rep:** Generates follow-up email templates



Shift in Mindset

Think of AI as your digital assistant.
It helps you **do your job better** - *not take your job away.*



Meet Your AI Toolkit



Text Based AI Agents

These are the all-rounders. They can understand, generate, and summarise text, making them perfect for a wide range of writing and research tasks.



ChatGPT



Copilot



deepseek



Qwen

- **ChatGPT:** Writing, summarising, translating, ideation
- **Google Gemini:** Integrated with Google Workspace
- **Microsoft Copilot:** Integrated with Microsoft 365
- **Deepseek:** AI powerhouse from China
- **Qwen:** From Alibaba - multimodal content generation



Creative AI

These tools specialize in generating visuals, designs, and other creative assets, perfect for marketing, presentations, and social media.

- **Canva Magic Design:** Automatically design posters, social media posts, and presentations from a simple text description or an image, saving you hours of manual design work.
- **DALL·E / Firefly:** Powerful image generators that can create unique images from a text prompt. Create custom graphics for presentations, websites, or marketing materials.

How to Talk to AI (Prompting)



What is a Prompt?

A prompt is what you type into an AI to get a response.

Think of it like giving instructions to an assistant.

Prompt Structure

ROLE + TASK + CONTEXT + OUTPUT STYLE

Example Prompt:

"Act as a project manager. Create a checklist for onboarding a new remote employee."

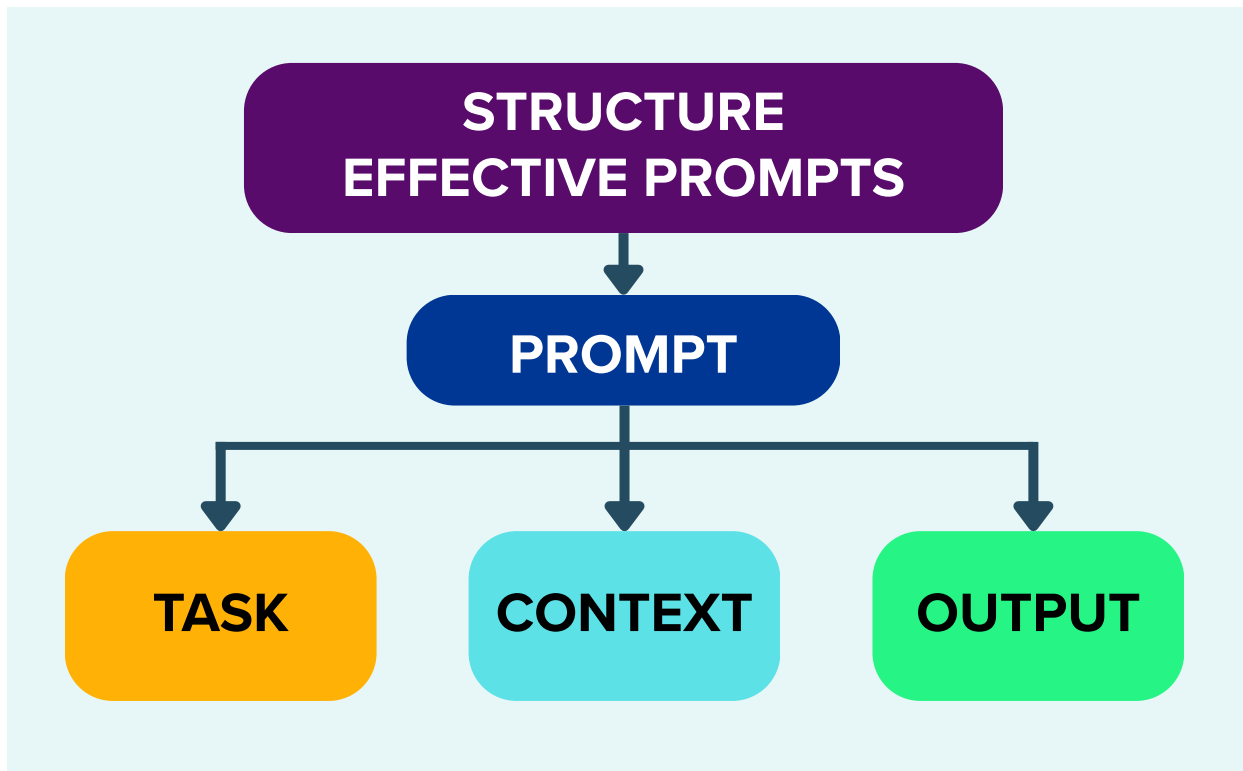


Beginner to Advanced Examples:

- **Beginner:** "Summarise this email."
- **Better:** "Summarise the key points from this email in bullet format."
- **Best:** "You are my assistant. Summarise this client email into 3 key points and suggest a friendly one-line reply."

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How to Talk to AI (Prompting)



Summary of Key Components:

An effective prompt often includes:

1. **Goal** : What do you want to achieve?
2. **Audience** : Who is this for?
3. **Role** : Who are you speaking as?
4. **Context** : What background info should be considered?
5. **Format** : How should the response be structured?
6. **Constraints** : Any rules, limits, or preferences?
7. **Clarity** : Is the instruction unambiguous?
8. **Iteration** : Did it work? Can it be improved?

Using AI at Work



Your Competent Assistant

AI can directly enhance your work, from effortless email drafting and meeting summaries to instant content creation, quick research, and smarter planning. Transform your routine, save time and boost your productivity today!

✔ Email & Communication

- **Drafting:** "Write a follow-up email after a client meeting."
- **Editing:** "Make this email more professional."
- **Translating:** "Translate this message into Malay."

✔ Meetings

- **Summarising notes:** Paste transcripts into ChatGPT and ask for a summary in 5 pages.
- **Creating agendas:** "Create a 5-point agenda for a 30-min team sync."

Using AI at Work

✓ Research & Brainstorming

- **Competitor analysis:** "Compare Canva and Adobe Express features."
- **Quick explainers:** "Explain blockchain in simple terms for beginners."

✓ Planning & Scheduling

- **Task breakdowns:** "Break down this project into weekly tasks."
- **Calendar help:** "Suggest a content calendar for July."

✓ Content Creation

- **Social media:** "Write 5 captions for a product launch post."
- **Presentations:** "Summarise this article into a 5-slide PowerPoint outline."

“

Far from being a futuristic concept, AI is already an indispensable tool for boosting productivity and streamlining daily tasks. AI isn't just a buzzword; it's a powerful ally for your daily tasks.

”

Dos and Don'ts With AI

As AI tools become increasingly common in our daily work, it's important to know how to use them wisely. Whether you're drafting content, analysing data, or brainstorming ideas, AI can be a powerful assistant—if used correctly. Here are some simple dos and don'ts to help you get the most out of AI while avoiding common pitfalls.

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DOs

- Cross-check facts
- Customise AI outputs
- Stay curious and experiment



DON'T

- Share confidential info
- Assume outputs are always correct
- Use AI as a crutch for everything

The Ethical & Privacy Side of AI



As AI becomes more integrated into professional workflows, it's crucial to approach its use with a strong sense of ethics and responsibility. Always protect sensitive information—never input client data or company secrets into public AI tools. Make sure you're familiar with and follow your organisation's AI policies, and when using AI-generated content that relies on external information, remember to cite sources appropriately. For added security, opt for private or enterprise-grade AI tools when handling confidential material.



Keep It Responsible

- Never paste client data or company secrets into public tools
- Follow your company's AI policies
- Cite sources when needed

BEST PRACTICE:

Use private or enterprise versions of tools when handling sensitive data.

Getting Started With AI: A 5-Day Challenge

DAY
1

Rewrite a messy email professionally using ChatGPT

Take a poorly written email and ask ChatGPT to make it clear, polite, and professional. Notice how tone and structure improve instantly.

DAY
2

Summarise a report using AI

Paste a long report into an AI tool and ask for a summary in bullet points. You'll save time and get the key takeaways fast.

DAY
3

Brainstorm 10 blog title ideas using AI

Tell the AI your blog topic and let it generate catchy title options. Pick your favourite or mix and match to create your own.

DAY
4

Design a social media post with Canva AI

Use Canva's Magic Design tool to generate a visual post and customise the layout, colours, and elements as needed.

DAY
5

Break down a new task into steps using AI

Ask AI to turn a vague task into clear, actionable steps. Great for planning, delegation, or just getting started faster.

Overcoming Fear & Building Confidence

COMMON FEARS:

"I'm not tech-savvy."

"It's too complicated."

"What if AI takes over my job?"



Many people fear AI believing they aren't tech-savvy enough, finding it too complicated, or worrying about job displacement. The truth is, AI can be learned incrementally, simplifying complex tasks and allowing you to focus on more valuable work. Embracing AI now will position you as one of the most future-ready individuals in the evolving landscape of technology and employment.

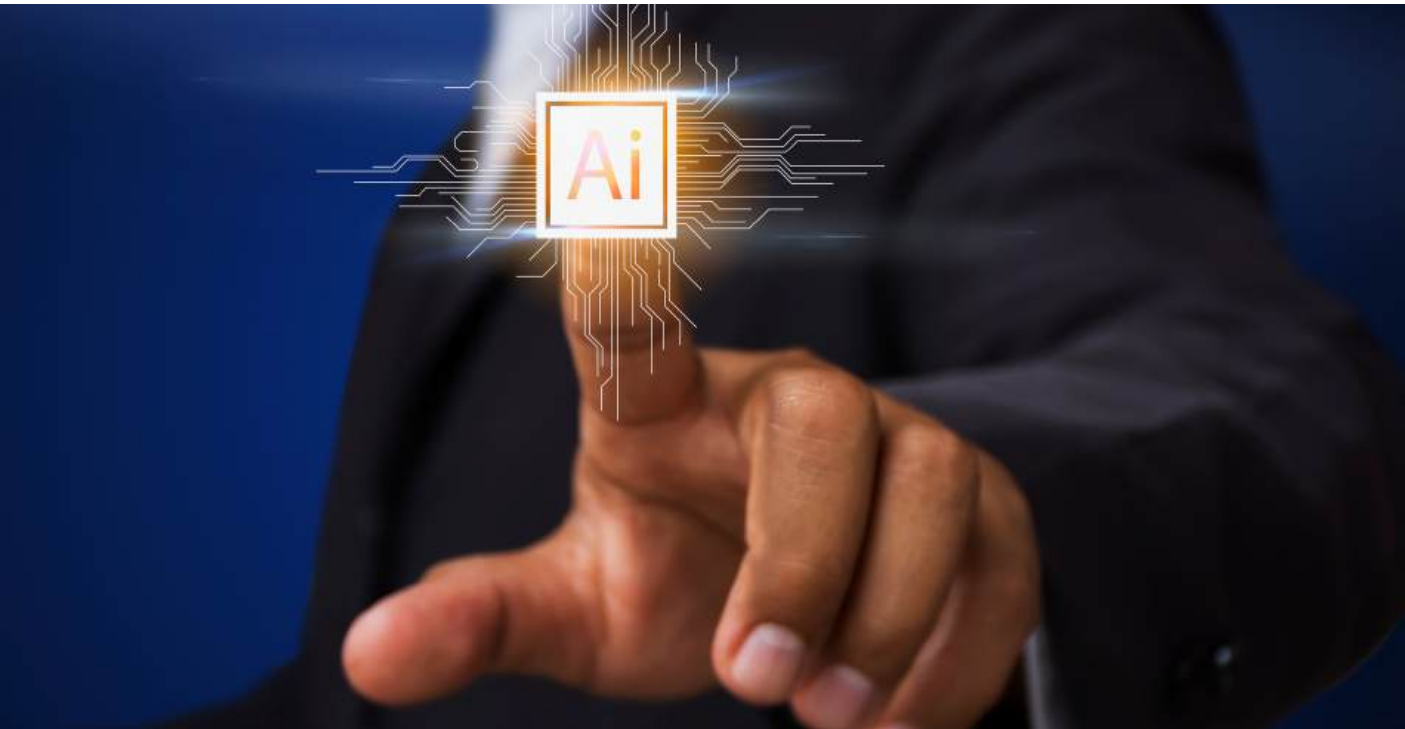


THE TRUTH:

- AI can be learned step-by-step
- It helps you focus on valuable tasks
- The people who learn AI now will be the most future-ready

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What's Next? Growing Your AI Skills



Ready to level up your AI game? The journey doesn't end here! Dive into the vast ocean of online resources to keep expanding your knowledge. But learning isn't just about reading; it's about doing. Make it a daily habit to start using AI once a day, whether it's for brainstorming, writing, or just exploring. As you experiment, build your own prompt library—think of it as your secret sauce for getting exactly what you need from AI.

KEEP PRACTISING:

- Start using AI on a daily basis
- Don't be afraid to experiment and make mistakes
- Build your own prompt library
- Join online forums

Quick Reference: AI Prompts Cheat Sheet



Email

Example Prompt:

- "Write a follow-up email after no response."
- "Make this message more persuasive."



Reports

Example Prompt:

- "Summarise this PDF into 5 key points."
- "Turn this data into a short report."



Meetings

Example Prompt:

- "Create meeting notes with action items."
- "Draft an agenda for a 1-hour quarterly review."



Content

Example Prompt:

- "Write Instagram captions for a new product."
- "Generate blog post outlines on remote work."



Personal Use

Example Prompt:

- "Plan a 8-day trip to Tokyo."
- "Suggest healthy lunch ideas for busy people."

Final Thoughts

AI will transform the world, so jump on board!

As we wrap up, remember this: AI isn't just for techies. It's a powerful assistant that's here to supercharge your daily life, helping you write faster, think clearer, and work smarter.

The sooner you start using AI, the sooner you'll unlock its incredible potential and see real results. You don't have to be perfect; you just need to be curious. Embrace the learning process, experiment, and don't be afraid to make mistakes.

You've got this! Now go forth and confidently integrate AI into your world!

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